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**From:** Grantham, Nancy [Grantham.Nancy@epa.gov]  
**Sent:** 1/21/2021 12:31:45 PM  
**To:** Nishida, Jane [Nishida.Jane@epa.gov]; Utech, Dan [Utech.Dan@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Hamilton, Lindsay [Hamilton.Lindsay@epa.gov]  
**Subject:** RE: A new version of the Current Draft of COS Utech's message

Wil do thanks ng

**Nancy Grantham**  
**Principal Deputy Associate Administrator**  
**Environmental Protection Agency**  
**Office of Public Affairs**  
**202-564-6879 (desk)**  
**202-253-7056 (cell)**  
[grantham.nancy@epa.gov](mailto:grantham.nancy@epa.gov)

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**From:** Nishida, Jane <Nishida.Jane@epa.gov>  
**Sent:** Thursday, January 21, 2021 7:27 AM  
**To:** Grantham, Nancy <Grantham.Nancy@epa.gov>; Utech, Dan <Utech.Dan@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>  
**Subject:** RE: A new version of the Current Draft of COS Utech's message

Nancy,

I will defer to Dan as to when he would like this message to go out.

I would also like to send a short message to employees along the lines of I am honored to serve as Acting, recognize the amazing dedicated professionals at EPA, and look forward to working together with them and the new team. Can you prepare a draft message that we can run by Dan and Lindsay.

Thanks,

Jane

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**From:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Sent:** Thursday, January 21, 2021 7:01 AM  
**To:** Utech, Dan <[Utech.Dan@epa.gov](mailto:Utech.Dan@epa.gov)>; Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Hamilton, Lindsay <[Hamilton.Lindsay@epa.gov](mailto:Hamilton.Lindsay@epa.gov)>; Nishida, Jane <[Nishida.Jane@epa.gov](mailto:Nishida.Jane@epa.gov)>  
**Subject:** FW: A new version of the Current Draft of COS Utech's message

All – is there a preferred time this morning for when this message goes out to all employees? Thanks ng

**Nancy Grantham**  
**Principal Deputy Associate Administrator**  
**Environmental Protection Agency**  
**Office of Public Affairs**  
**202-564-6879 (desk)**



## MESSAGE FROM THE CHIEF OF STAFF

This email message is being sent to EPA employees.

Dear Colleagues,

First, allow me to introduce myself. I'm Dan Utech, and it is my privilege to join the EPA team as the incoming Chief of Staff.

As you know, President Biden has nominated Michael Regan, Secretary of the North Carolina Department of Environmental Quality, to be EPA Administrator. While we await Secretary Regan's confirmation, I am grateful that Jane Nishida will be serving as Acting Administrator for the agency, providing us with steady leadership.

President Biden has put forward an ambitious agenda to tackle climate change, work towards environmental justice and create clean energy jobs. EPA will be at the heart of this work, and we will be guided by science as we work to achieve these goals and address other threats to public health and the environment.

In the coming days and weeks, we will be building out our leadership team. Joining me in the Office of the Administrator are Deputy Chief of Staff for Policy, Alison Cassady and Deputy Chief of Staff for Operations, Dorien Blythers. As we and other members of the new team get up and running, we look forward to learning from you and beginning to work together.

I know that the work of EPA relies on the dedicated professionals who carry the agency's mission forward from one Administration to the next. Thank you for your ongoing service to EPA and our country, and for your efforts to protect Americans' health and our environment.

Finally, I want to acknowledge that we begin this transition during the COVID-19 pandemic. I want to assure you that your health and safety is our top priority. As a first step in that regard, it was announced this morning that President Biden would today sign an Executive Order requiring masks and physical distancing in all federal buildings. This is not a change in telework status but rather a measure to further protect those whose work requires them to be on site.

Thank you in advance for bearing with us as we onboard amidst these unprecedented circumstances. I am honored to be working alongside you.

Sincerely.

Dan Utech  
Chief of Staff